

**MAINE 2005 SMALL BUSINESS AWARDS
SMALL BUSINESS EXPORTER OF THE YEAR**

Any individual who owns and operates a small business engaged in exporting may be nominated.

Evaluation Criteria:

- Increased sales, profits and/or growth of employment because of exporting. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Creative overseas marketing strategies, with a description of the products exported and markets served.
- Effective solutions to export-related problems.
- Demonstrated encouragement of other small businesses to export.
- Volunteer assistance to other small businesses entering the export market.
- Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

Nomination Package:

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a one & one-half inch binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page with —
 - The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address;
 - The award for which the nomination is being made;
 - The nominator's name, title, place of business, business address and telephone number, e-mail address; and
 - A one-paragraph description of the nominee's business/profession/occupation
2. A completed SBA Form 898 (Biographical Data), which is enclosed.
3. An original 8" x 10" or 5" x 7" photo of the nominee; **photocopies are not acceptable.**
4. A nomination letter, **not exceeding two pages.**
5. A brief biography of the nominee, **not exceeding one page.**
6. A business profile, **not exceeding one page.**
7. A concise statement of qualities and performance that merit the award, **not exceeding two pages.**
8. Financial statements of the nominee, including balance sheets, profit-and-loss statements and financial reports, for the past three years, **not exceeding 12 pages**, on 8 1/2" x 11" paper.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination.
Supporting documentation must not exceed 10 pages. Videos will not be considered.

10. A completed Consent for Disclosure of Information (SBA Form 2137 – copy enclosed).

Nominations must be submitted to: Mary E. McAleney, District Director
U.S. Small Business Administration
Edmund S. Muskie Federal Building
68 Sewall Street, Room 512
Augusta, ME 04330

All nominations must be postmarked or hand delivered **no later than December 3, 2004.**